

SIGN INSTALLATION AND REMOVAL

The Office of Facility Management (OFM) arranges for the installation and removal of signs throughout the Clinical Center (CC). Removal requests should be addressed to the Art Director, one week prior to the date required.

INSTALLATION

Contractors install all signs according to CC sign standards, which stipulate the manner and placement of installation. Special installation requests should be approved by the Art Director, prior to installation.

- Signs permanently designating rooms and spaces must be mounted on the wall adjacent to the latch side of the door, 60 inches from the centerline of the sign to the floor.

REMOVAL

Requests to have signs removed should be addressed to the Art Director, OFM, one week prior to the date required. A contractor working in the office every Wednesday does removal.

REPAIR/REPLACEMENT

Requests to repair damaged signs or replace outdated signs should be addressed to the Art Director, OFM, at 301-496-2862.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director